Detailed TAP Instructions for the Taxpayer

Taxpayer ~ Register New TAP User Account
1. Go to our Tap Website at https://tap.dor.mt.gov
2. Click Register Now link
3. Choose Account Type from drop down box
4. Enter Account information
   - Individual Income Tax: SSN, Federal AGI (from last MT return filed) & Last name
   - Withholding Tax: Account Id, Zip Code, Last Payment Amount OR Line 5 from most recent MW3 filed)
   - All other Taxes: Account Id & Zip Code
5. Click Continue & system will check to see if the Id has been registered.
   - **No** - Id does not exist , the system will give you a message stating so
      » For Wage Withholding, Mineral Royalty Withholding, Rental Vehicle, and Lodging Facility you can fill out a "Gen Reg" form online at TAP Gen Reg
      » All other taxes, you can contact us to set up an account via fax or mail.
   - **Yes** – Id does exist, continue to next step
6. Review request & submit …write down Confirmation Number
7. Email will be sent to Taxpayer within 10-15 minutes
   - Authorization Code- will only be needed for the very first time you log in
   - Call us if you do not receive the email containing the authorization code within in 10-15 minutes
8. Go to our TAP website at https://tap.dor.mt.gov
9. Type :
   - User Id
   - Password
   - Authorization Code
10. Click Login

Taxpayer ~ Approving the Tax Professionals Access
1. Log into TAP website at https://tap.dor.mt.gov
2. Choose "Manage Logins"
3. Under "3rd party Web Logons" Choose the user you want to allow access to
4. Next to your account number the Tax Professional wants to access choose "Edit"
5. To allow access change the Active Status to "Yes"
6. then choose their Access level
   a. View & File – allows user to View history, file returns & pay
   b. View - allows user to only View history. Does not give them access to file returns
   c. Full – allows user to change the name & address of the taxpayer, file returns, pay & view history.

Save the changes - within minute changing the Tax Professional access they will receive an email stating so.